



# Mountbatten Program

New York | London | Bangkok

## **NEW YORK PROGRAM** **APPLICATION GUIDANCE**

(Updated 4<sup>th</sup> October 2018)

### HOW TO APPLY

Before you apply, make sure you:

- Have read the **Mountbatten Program website** including academic program pages.
- Have read and **fulfil the criteria** on our website page 'Eligibility'.
- Have your completed **ONE PAGE Resume** available in electronic format (MS Word '.doc' or '.docx' only) for uploading to our website.
- Have your completed **ONE PAGE Professional Statement** available in electronic format (MS Word '.doc' or '.docx' only) for uploading to our website.
- Have the information and contact details (email address) for each of your **two referees** (these MUST be 2 employment referees).
- Have your **degree award date** ready. If you do not know this, please contact your University Registry office in advance of completing your application form. Please note, this is not always the same as your graduation date.

To access our online application system, **follow the instructions on the How to Apply page of our website.**

You will be asked to **sign up to my.mountbatten.org** and **activate your account via email.**

Once your account is active you will be able to Log In and begin working on your application documents.

You will need to submit two reference requests, complete the application form and upload your Resume and Professional Statement.

You **must submit your application online** once all these items are complete.

# NOTES FOR APPLICANTS

## APPLICATION FORM

Complete the application form carefully and accurately, paying close attention to spelling and grammar. Applications with mistakes may disqualify you from consideration. **Please note that the information you supply will be used throughout the application process and subsequently your year if you are successful.** Pay attention therefore to both **content** and **format**.

## RESUME & PROFESSIONAL STATEMENT

As well as being key documents to allow Mountbatten to assess your application, the Resume and Professional Statement are later used to sell you to a potential Host Organization if you are accepted. They should therefore be an honest reflection of you. A Host Organization will not consider you a suitable candidate if your documents contain spelling and grammatical errors, so make sure to proof read and spell check all documents before submission.

The **Resume** is a very important part of the application process. It should reflect you at your best and must contain accurate information about your education, work experience and skills. Remember, your chances of securing a training placement in New York will be improved if you have proficient MS Office skills. A sample US style, ONE PAGE resume, is provided in this pack to help you with the format – *please do follow this template*. Applicants should pay close attention to the one page format requested – only applicants with 10+ years of full time work experience should be using anything longer than one page at application stage.

The **Professional Statement** tells a prospective Host Organization about you, your reasons for undertaking a year in New York and what you hope to gain from the training placement. Be straightforward, candid and honest. This document provides you with the opportunity to expand on the information supplied in support of your application. Again, the statement should be limited to ONE PAGE and should draw upon your experiences (employment, education, interests etc.) and the knowledge/transferable skills you have acquired in these situations. What could you contribute to a host organization? What skills and experiences have you gained that would benefit a potential host manager? Steer away from hollow statements like 'I have good time management skills' and focus more on 'I have good time management skills as can be seen in...'. For each proficiency mentioned you should provide an example to fully demonstrate the point. Host managers will want to see positive reflections of your skills so be confident in your proven abilities and what you have to offer a potential training placement. It is suggested you specifically mention IT capabilities and also use any figures and statistics to demonstrate your success professionally. We would advise you stay focused on transferable skills you possess so that your professional statement be applicable to a variety of organizations and fully demonstrate your versatility and strength as a candidate.

Make sure you take the time to thoroughly proof read the document provided. Your attention to detail and written communication skills will be represented in this statement and therefore it would benefit your application to have this document as accurate and polished as possible.

**The Resume and Professional Statement must be created and uploaded in MS Word (\*.doc or .docx) format. Each document should be one page only (A4 size).**

## REFERENCES

We use an online email / web based reference system.

References are provided in confidence.

We require two work (professional) references. Ideally, these should be from your two most recent employers but exceptions are allowed. We accept references from part-time, internship, and voluntary employers as well as full-time.

Choose someone who knows you and your work well. The more work-based feedback we receive the stronger your application. We cannot accept:

- References prepared by family members, family friends or colleagues / co-workers.
- References not submitted via our online application system.
- Paper or faxed references.

It is your responsibility to ensure that your references have been submitted online before the approach of the application deadline for your proposed intake – only once all these are complete will you be able to submit your application for consideration. This requires you to log in regularly to your account, and follow up directly with your referees if they are delaying your submission.

**To ensure this, we recommend that you:**

1. Contact your referee, explain that a reference request will be emailed to them and CHECK which email address the forms should be sent to.
2. Double check the spelling of the referee's email address with the referee themselves and as you submit it to us.
3. Call the referee and prompt them to check their inbox and submit the reference form to us as soon as possible.
4. Keep up to date with your application progress. Once a referee has responded to the reference request the status on your my.mountbatten account will change. This will notify you that the reference form has been submitted.

## **PASSPORT**

A passport that is in excellent condition, with validity that extends at least 6 months beyond the completion of your program, and which contains at least one blank page on both sides is required. If you do not currently have a valid passport in your possession, you may still submit your application. However, you must apply for a passport immediately.

If your application is successful, you will be asked to bring a copy of the photo page of your passport to your interview with Mountbatten staff. If you have not received your passport prior to interview, you must be able to submit proof that you have a pending passport application.

**Important:** Please be sure that your passport bears a first name and last name (family name) or you will not be able to apply for a social security number when you arrive in New York. The social security number is essential for you in order to be paid your monthly training allowance.

## **PREFERRED FULL NAME**

Address: XXX, XXXXX XXX

Email: [yourname@gmail.com](mailto:yourname@gmail.com)

Mobile Number: XXXXX XXX XXX

### **EDUCATION**

Certificate in Management – XYZ Graduate Management Scheme, City, Country Mar 2014 – Present

BA (Hons) Geography, *Grade 2:1* – Name of University, City, Country Sep 2010 – Aug 2013  
Dissertation: XXX

A-Levels: Subjects, Name of College, City, Country (grades only if A's) Sep 2008 – Jul 2010

### **WORK EXPERIENCE**

**Job Title, Organization** – City, Country Sep 2013 – Present

- Shortlist and interview job applicants (Operations, administration and marketing staff). Application numbers ranging from 60-400 candidates per role.
- Shortlist and interview an average of X job applicants per role.
- Place job advertisements in major publications including X, Y & Z.
- Part of a 6 person team that has been established to create a new pay and position structure for the company.
- In conjunction with training providers, create new training presentations using Microsoft PowerPoint, creating a database to outline training needs.
- Write and present quarterly training reports, for 200 staff across all 3 departments.
- Review and update company training policies.
- Monitoring company demographics, handle telephone calls from clients.

**Job Title, Organization** – City, Country Aug 2013 – Sep 2013

- Meeting and greeting all staff and clients in a professional manner.
- Answering and transferring all incoming calls to the appropriate staff members.
- Maintaining and ordering stationery for the 500+ staff (across 4 office sites).
- Managing 10+ busy meeting room diaries and setting up for every meeting including catering, refreshments and equipment.
- Emailing and mailing all Accounts Receivable invoices.
- Organising all building maintenance as and when required.
- Maintaining the security access card database, and issuing new and/or temporary staff with access cards as and when required.
- Organising catering for meetings of 6-150 people.

**Job Title, Organization** – City, Country Sep 2010 – Aug 2013

- Greet customers and ascertain what each customer wants or needs.
- Answer questions regarding the store and its merchandise. Describe merchandise and explain use, operation, and care of merchandise to customers.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

### **AWARDS & ACHIEVEMENTS:**

1<sup>st</sup> in class for Cultural and Historical Geography & Methods in Human Geography courses at UCL, Duke of Edinburgh Gold Award, elected President of UCL Rugby Club (Men's).

### **IT SKILLS:**

Proficient in MS Office Suite, including; Word, PowerPoint, Excel, Outlook & Access. PeopleSoft, MYOB, SPSS.

### **INTERESTS:**

**Sports:** Rugby, Cricket, Golf, Squash, Drums, Hiking. **Charity Work:** Led a charity expedition to MNO (2015).

**Travel:** Most recent trip, 6 months backpacking through South America.

## PROCEDURES

- **Submit application online** by the deadline, after completion of all sections including references. Your application fee is to be made via PayPal at the point of submission. This will be GBP £55 if applying through the London Office / USD \$100 if applying through another office. *This application fee is always non-refundable.*
- **Application Assessment:** Applicants are approximately notified within **four weeks from the deadline** for a particular intake (March or August) whether their application has been successful or not. A web link with a sign up facility is emailed to you to view the available dates and times for interview and 'sign up' accordingly. This process and timeline is subject to change by Mountbatten.
- **Interviews:** You should allow a whole day for the interview. We normally interview 12 candidates per day. The interview process will start with a group briefing (30 minutes) at approximately 9:00am. The group will then break up for the individual interviews, which are scheduled at times assigned by the admissions team.
- **Acceptance to Candidate Pool:** You will normally be notified of your acceptance within one week of interview, unless you have any outstanding documentation – in which case your application will be put on hold. After acceptance you will have **one week** to pay the Initial Deposit (GBP £600 / USD \$1,000). **Acceptance** means that the applicant, having been interviewed, is considered appropriate for the requirements of the program, but is subject to any follow up documentation that may be requested. Notification of acceptance is always via email. The Initial Deposit is payable on acceptance to the Candidate Pool. **Acceptance is not a guarantee of placement**, since the latter must ultimately be at the discretion of the Host Organization.
- **Placement Process:** As soon as we receive your Initial Deposit and your updated Resume/Professional Statement, we write a profile for you, create a candidate profile pack (Resume, Professional Statement and Profile), and enter you on a matrix ready for the placement cycle. The matrix lists the candidates and training placements available. No placement action is taken until the Initial Deposit has been received.
- Profile Packs are offered to a number of Host Organizations who indicate their preferred candidate choice after a series of telephone interviews. This process (which can take some time) continues until all placements are filled, which can be after the original designated fly date. Candidates must be prepared for this possibility.
- The percentage of accepted candidates who are placed varies from intake to intake and depends on a variety of factors. If by the **end** of placement, Mountbatten has been unsuccessful in placing a candidate, the Initial Deposit will be refunded unless offers of interviews and/or placements are (in Mountbatten's sole opinion) unreasonably turned down. Some candidates may be invited to defer to the next intake.
- The placement process is complex and subject to decisions made by our Host Organizations, which are often outside our control. The process can be frustrating for some applicants. Please be assured, however, that we will do our best to place you as quickly and smoothly as possible.
- **Apply for J-1 Visa:** Once you have been offered and have accepted a training placement with a U.S. Host Organization, further instructions on how to apply for the J-1 Visa, as well as your advised fly date, will be provided.
- **Transportation to the USA** is the responsibility of the trainee / intern. Further information on this is included in the Candidate Handbook given to you prior to interview.

# FINANCIAL INFORMATION

## FEES PAYABLE TO MOUNTBATTEN

Please refer to the **FINANCIAL INFORMATION** section of the website for current fees and tuition.

## NOTES ON FEES PAYABLE

- Your application fee is to be made via PayPal at the point of submission. This will be GBP £55 if applying through the London Office / USD \$100 if applying through another office. *This application fee is always non-refundable.* Details of when, and how to, pay subsequent fees will be provided at the relevant stage.

## ALLOWANCES PAID TO THE TRAINEE / INTERN (in US Dollars)

- **Living allowance: USD \$1,275** gross (before Federal & New York State taxes), paid monthly in arrears. The training allowance is paid on the last Friday of every month.
- The training allowance is paid from the first day of training with the Host Organization following arrival in New York, and is pro-rated for incomplete months. If your arrival in New York is delayed, for any reason, your training allowance will be paid from the first day of training with the Host Organization.
- Accommodation is provided, at no additional charge, either in a hotel during orientation week, or in Mountbatten's designated apartments in Jersey City (Newport), New Jersey, throughout the training / internship year but excluding the optional 30-day travel period after completion of the program.

## SECURITY DEPOSIT

- A **Security Deposit** of **USD \$200** is retained by deducting USD \$100 from the first two full training allowance payments. This deposit is returned three months after completion of the training / internship year less any required payments for breakages, damage to apartment furniture etc.
- The security deposit is **NOT** refunded to trainees / interns who do not complete the training / internship year, for any reason whatsoever.

## OTHER EXPENSES PAYABLE BY THE TRAINEE / INTERN

- **Return Airfare** – prices vary depending upon the time of year and country / city of departure. Costs typically range between GBP £400 and GBP £850.
- **Visa Fees** – Applicants are responsible for their own expenses involved in obtaining the J-1 Visa at a U.S. Embassy or Consulate. This includes:
  1. Visa Application Fee (MRV Fee) of USD \$160, payable online.
  2. Travelling to the nearest Embassy or Consulate for a Visa interview.
  3. SEVIS (Student & Exchange Visitor Information System) Fee of USD \$180, payable to the U.S. Government (Department of Homeland Security) via the Internet using a credit card.Full Visa instructions will be provided at a later date, but those applicants without a credit card should consider making payment arrangements in order not to delay the visa process. Visa fees are subject to change without notice.
- Additional insurance coverage will be required in the case of pre-existing condition(s) (such as diabetes).
- Personal possessions insurance (optional).
- Trainees / interns are responsible for their own food, travel and entertainment.
- Approximately USD \$2,000 - \$2,500 will be needed to cover expenses during the first few weeks – e.g. meals, mobile phone set up, transportation, apartment needs, fitness club membership, etc. – up until the first training allowance. Mountbatten makes arrangements for trainees / interns to open a US bank account during orientation week in New York.